

NJCFS NEWSLETTER

Office of Management and Budget
Accounting Bureau

November 2000

Issue #32

ESUM SCREEN CHANGE

The Expense Budget Summary Inquiry screen was modified during the month of October. Two fields – “Pre-encumbered” and “Uncommitted” – were added and the “Available” field was removed. The amount of Uncommitted Balance on ESUM will be equal to a total of that balance on each of the Expense Budget (EXPB) screens included in the summary.

This modification was implemented at the request of the user community and is designed to provide more useful information on the ESUM Table.

TRAVEL CIRCULAR REVISED

Circular Letter 01-08-OMB, “Travel Regulations,” has been issued by OMB. The circular is effective November 1, 2000 and supersedes Circular Letters 98-03-OMB and 00-10-OMB. These travel regulations have been revised to update certain data and provisions. Among the significant changes are the detailed instructions for requesting OMB approval for more than five employees to attend the same travel event. In addition, the calculation method to be used by agencies in issuing travel advances is provided. Internet web sites for domestic and foreign federal per diem rates are also listed. Agencies should ensure that all offices involved in travel are made aware of the new circular letter.

NEW FEDERAL PER DIEM RATES

The federal government has issued new per diem rates for hotel and meal expenses effective October 1, 2000. These rates apply to the federal fiscal year 2001 and represent a shift from the calendar year to

the federal fiscal year for the annual updating of per diem rates. The State of New Jersey continues to adhere to the federal rate schedules for all employee travel.

Domestic per diem rates can be found on the Internet at the following site:

<http://www.policyworks.gov/org/main/mt/homepage/mtt/perdiem/travel.shtml>

Foreign rates, as well as those for Alaska, Hawaii, Puerto Rico and other U.S. possessions can be found at the following site:

<http://www.state.gov/www/perdiems/index.html>

These sites are updated by the federal government each year; in addition, periodic individual changes are posted throughout the year. State agencies should select the most recent listing of rates displayed on the appropriate web pages.

PROCEDURES FOR TRAVEL BY FIVE OR MORE EMPLOYEES

The following is excerpted from the new Travel Regulations contained in Circular Letter 01-08-OMB:

“All travel in connection with official State business shall be approved by the Department Head or authorized agent except for events at which more than five individuals from the department are to attend. In those instances, the approval of the Director, OMB, must be obtained and an OMB override must be applied to the Event

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Agency Table (EVAG) to permit the travel authorization to be processed in the NJCFS Travel Module. Documentation requesting increases to the EVAG must be submitted to OMB for approval sufficiently in advance to allow for the review of the request. Such requests should include the following information:

- Event Code, Name and Dates of Event
- A list of employees requesting to attend and their titles
- Justification of the importance of these individuals attending the event
- Estimated cost
- Copy of agenda, identifying sessions to be presented by attendees where applicable
- For training events, whether the training is needed for certifications
- Account number and funding source – federal, state, revolving fund, etc.
- In the case of annual events, total attendance and cost for previous year.”

Agencies should provide all of the required information at the time that their requests are submitted to avoid delays in processing.

CANCELLATION OF INACTIVE BUDGET FISCAL YEAR 1993-1995 ENCUMBRANCES

In keeping with their responsibilities for the maintenance of NJCFS tables and files, the Accounting Bureau is in the process of canceling all budget fiscal year 1993-1995

encumbrances that have been inactive since calendar year 1997. Many of these encumbrances date back to conversion from the New Jersey Financial Information System (NJFIS), reference defunct agencies and organizations or indicate a small outstanding balance that may have resulted from failure to designate a final payment. Encumbrances that reference continuing appropriation, trust or capital construction (appropriation source 590) accounts are not included in this project, but will be addressed at a later date.

Exceptions to the cancellation process will be allowed when an agency provides proof of an existing liability for the amount of the encumbrance. A list of these encumbrances has been mailed to each Fiscal Officer, along with a letter stating that any request for an encumbrance to remain open must be submitted to the Accounting Bureau by November 10, 2000. Please address any questions concerning this process to Michael Henry, OMB Accounting Bureau, at 609-292-0051.

ACCOUNTING OPERATIONS STAFF ASSIGNMENTS

A staff listing of the Accounting Operations Section within OMB's Accounting Bureau is provided as a separate attachment to this newsletter. The list includes the names and telephone numbers, as well as departmental assignments, of all Accounting Operations staff. It also identifies the transactions for which each group is responsible.

The attachment should be retained for easy reference. Any inquiries concerning your agency's accounts can then be directed to the appropriate individual.

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INTRA-GOVERNMENTAL PAYMENT TRANSACTIONS MODIFIED

The Accounting Bureau will soon be implementing modified UA and AV data entry screens in the NJCFS. Both the Using Agency (UA) Intra-governmental Payment Voucher and the Accounting Bureau (AV) Intra-governmental Payment Voucher input screens have been improved to facilitate data entry. Once migrated to production, the new data screens will allow agencies to enter buyer and seller accounts on one screen without having to tab through unused vendor payment fields.

By implementing the modified UA and AV input screens, the number of keystrokes required per intra-governmental transaction is reduced. Data entry personnel will no longer be required to tab through a number

of extraneous fields. In addition, error messages related to buyer account code distribution will be displayed without forcing the user to advance to a second screen. The number of screen prints per intra-governmental transaction also will be decreased, since both of the account code distributions are displayed on one screen.

The exact implementation date of the new UA and AV screens will be announced on the online message screens of NJCFS. Contact John Burrows of the Accounting Bureau at 609-984-5217 with any questions or concerns related to these screens.

Below is a preview of the new data entry screen for the UA transaction. The AV input screen will be very similar in appearance, but will continue to include fields related to a referenced transaction identification number.

FUNCTION: DOCID: UA 082 20407000785 10/27/00 01:34:42 PM
STATUS: BATID: ORG:
H- USING AGENCY INTRA-GOVERNMENTAL PAYMENT VOUCHER

PV DATE: ACCTG PRD: BUDGET FY:
ACTION: PV TYPE:
OFF LIAB ACCT: FA IND: DOCUMENT TOTAL:
CALC DOC TOTAL:
SELLER: FUND: AGENCY: ORG:
SUB-ORG: APPR UNIT: ACTIVITY:
REV SRC: SUB-REV: JOB NO:
REPT CAT: OBJECT: SUB-OBJ:
OFF REC ACCT: BS ACCT:

LN	AGE	SUB	APPR	ACTI									
NO	FND	NCY	ORG	UNIT	VITY								
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OBJ	SUB	OBJ	REV	SUB	REV	JOB	NO.	REPT	CATG	BS	ACCT	DISC	TYPE
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DESCRIPTION						QUANTITY	AMOUNT		I/D TXT				
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ENTERPRISE-WIDE DATA WAREHOUSE

OMB NJCFS representatives will be working with the Office of the Chief Information Officer in the “construction” of the State of New Jersey’s first enterprise level data warehouse. This data warehouse will integrate information originating from the many agency systems in a relational database within one central repository. This standardized data will then be used for analysis and reporting by the various State agencies.

As the first step in realizing this statewide objective, the successful Department of Environmental Protection Data Warehouse will soon be migrated to a centralized server platform. This platform will be loaded with statewide data (NJCFS, Payroll and PMIS) and utilized by pilot agencies.